



City of Alexandria
Business Tax Auditor

SALARY	\$61,489.48 - \$86,200.14 Annually	LOCATION	Alexandria, VA
JOB TYPE	Full-Time	JOB NUMBER	2024-00117
DEPARTMENT	Finance Department	DIVISION	Revenue Administration
OPENING DATE	10/27/2023	CLOSING DATE	11/17/2023 11:59 PM Eastern



Business Tax Auditor

The City of Alexandria is located in northern Virginia and is bordered by the District of Columbia (Potomac River), Arlington and Fairfax counties. With a population of approximately 150,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia. Alexandria has a vibrant waterfront and is a unique and historic place to live and work. About one-quarter of the City's square miles have been designated as a national or local historic district. We proudly embrace our racially and culturally diverse community. If you are interested in working for the progressive City of Alexandria, we invite qualified candidates to apply for **the Business Tax Auditor** position.

An Overview

The City of Alexandria's Finance Department is looking for a detail oriented, experienced, and collaborative Business Tax Auditor to join our team. As a member of the Revenue Division, the Business Tax Auditor conducts audits of businesses operating within the City of Alexandria to verify the accuracy and completeness of tax returns, including the review of Business License returns, Business Personal Property returns, Meals Tax and Admission Tax returns, and corporate financial documentation. This position plans and initiates a variety of business audits under the general supervision of the Business Tax Manager. The Business Tax Auditor performs interviews or conferences with taxpayers and business representatives to be audited, conducts audits, and reviews other staff's work as required. This position also analyzes and makes recommendations to management on the resolution of complex business tax appeals and may assist in revenue forecasting.

What You Should Bring

The ideal candidate possesses a thorough knowledge of auditing standards, procedures, techniques, and practices; knowledge of business accounting and financial reporting practices; and a good knowledge of accounting theory, principles and practices. Additional skills and abilities include:

- Knowledge of management principles, methods, and practices;
- Knowledge of corporate, federal, and state tax returns;
- Ability to problem-solve and analyze complex business operations;
- Ability to analyze and interpret corporate financial documentation, i.e., income tax returns and schedules, chart of accounts, fixed asset schedules, general ledgers, financial statements, etc.;
- Ability to establish and maintain effective working relationships;
- Ability to plan work, develop audit methodology, and complete assignments within established deadlines;
- Ability to communicate clearly and concisely both orally and in writing with all levels, including senior management.

The Opportunity – Examples of Work

The Business Tax Auditor

- Plans the scope of audits, performs analysis of business tax returns to verify full and accurate compliance with City tax ordinances, and makes tax adjustments, refund calculations, and supplemental bills;
- Identifies potential audit plans based on an analysis of business reporting trends and oversees billing process for audits resulting in additional assessments;
- Conducts analysis and resolution of complex business tax appeals, including maintaining both case and statistical tracking to report on progress;
- Analyzes corporate tax returns and business financial documents to determine local tax liability, including possible field discovery work;
- Meets with taxpayers to discuss local tax liabilities and local property tax requirements;
- Presents oral and written reports keeping management informed of interactions with taxpayers, the status of audits and appeal reviews, and relevant Attorney General Opinions, Tax Commissioner Rulings, and other relevant tax legislation;
- Performs quality control reviews of other staff members' tax analysis and collaborates in the development of revenue forecasts for local taxes;
- Assists discovery staff in resolution of complex problems involving compliance with the tax laws;
- Testifies in court on behalf of the City pertaining to a business license, personal property, and other miscellaneous tax assessment;
- Performs related work as required.

About The Department

The City of Alexandria's Finance Department is a fast-paced, diverse, and customer service focused operation that is responsible for: the assessment, collection, and enforcement of all City taxes, the management of cash flow and investments, accounting for and reporting the City's financial position, processing payroll, executing a fair and competitive procurement environment, assessing all real and personal property in the City, managing the City's risk and safety programs, and managing the City's pension plans. The Finance Department has seven divisions and in fiscal year 2024 is operating with a total budget of \$15.4 million and 111 FTE positions.

- The Revenue Division assesses personal property (car tax), meal sales, transient lodging and other taxes, as well as issuing business and professional licenses;
- The Treasury Division bills, collects, invests, and manages all City monies;
- The Real Estate Assessments Division appraises each parcel of real estate in the City, the value of which is used to bill for the real estate tax;
- The Purchasing Division is responsible for centralized City procurement;
- The Accounting Division maintains records on the financial operations of the City and prepares the City's monthly and annual financial reports;
- The Pension Division manages pension plans for City employees; and

- The Administration Division provides executive-level strategy and direction via the Director and Deputy Director and also administers the department's budget, human resources, and performance management. This division also provides risk management services for the City and manages the City's enterprise resource planning (ERP) system, Munis.

Minimum & Additional Requirements

Minimum and Additional Requirements

Bachelor's degree in Accounting, Finance or closely related field from an accredited college or university and two years of applicable experience; or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Preferred Qualifications

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Bachelor's degree; experience performing financial analysis; experience using Microsoft Excel (e.g. SUM functions, tables); experience auditing public or private sector organizations; familiarity with terminology used by CPAs and Attorneys regarding fiscal matters.

Notes

Notes

This position requires the successful completion of pre-employment background checks including but not limited to a criminal background check. The selection process for this position may include a phone or virtual interview and an in-person interview.

The starting salary range for this position is \$61,489.48 to \$86,200.14 (midpoint of the grade), based on qualifications and experience. The incumbent can eventually be awarded up to \$108,209.40 (Step 20) with tenure and job performance.

Agency

City of Alexandria

Address

City Hall
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Website

<http://alexandriava.gov/jobs>

<https://www.governmentjobs.com/careers/alexandria/jobs/4209272/business-tax-auditor>

